

**BY ORDER OF THE COMMANDER,
AIR FORCE OPERATIONAL TEST
AND EVALUATION CENTER**



**AIR FORCE OPERATIONAL TEST
AND EVALUATION CENTER
INSTRUCTION 36-1**

1 MARCH 2006

Personnel

**PLANNING AND EXECUTION
OF AFOTEC EVENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFOTEC/CCP (Ms. JoAnn Mellon)
Supersedes AFOTECI 36-1, 27 January 2003

Certified by: AFOTEC/CV (Col Alison Hill)
Pages: 6
Distribution: F

This instruction establishes policy, procedures, and responsibilities regarding assignment for AFOTEC Special Events to Directorate and Detachment offices of primary responsibility (OPRs). It sets forth criteria and implementation procedures for the AFOTEC Special Events program. It applies to Headquarters AFOTEC and all AFOTEC Detachments located at Kirtland Air Force Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force AFRIMS Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/rds/index.cfm>.

1. Purpose. This instruction establishes and governs the AFOTEC Special Events program outlining responsibilities and procedures for administering the program.

2. Events.

2.1. There are four events that have been identified by the AFOTEC Commander as important to the morale, welfare and esprit de corps of AFOTEC personnel and therefore, are conducted on an annual basis. These events must be in good taste and must be compatible with USAF customs and courtesies, the code of conduct and all federal, state and local laws. In order to provide adequate planning for these events, a group of AFOTEC Detachments and/or Directorates will be assigned one event per year to organize and accomplish on behalf of AFOTEC. The events (and the recommended month of implementation) are listed below:

- 2.1.1. Annual Awards Ceremony (February/March)
- 2.1.2. Golf Tournament (May)
- 2.1.3. Summer Picnic (June/July/August)
- 2.1.4. Holiday Party (December)

2.2. The AFOTEC Commander has the authority to revise the above list at anytime during the calendar year based on mission requirements.

3. Program Responsibilities. The AFOTEC Commander or Vice Commander is the approving authority for the AFOTEC Special Events program. The following offices and organizations have specific responsibilities to support and administer the AFOTEC Special Events program.

3.1. HQ AFOTEC Executive Services (CAG/CCP/CCE/CCPA/LC).

3.1.1. The Commander's Action Group (CAG) will task the OPR group to identify an event POC and determine the date of the event based on schedules, location availability and mission requirements. The CAG will task events to each identified OPR group (deputy director/commander) at least four-months prior to the event.

3.1.2. Protocol (CCP) will coordinate with the event POC to brief the AFOTEC Commander in a timely manner to allow for feedback in event planning.

3.1.3. Protocol (CCP) monitors and provides oversight to AFOTEC Special Event planning and acts as advisor to events committees.

3.1.4. Protocol (CCP) maintains a common calendar and will be the primary scheduling source for all AFOTEC Detachment/Directorate Special Events, to include the appropriate OPR for each event and the event duration.

3.1.5. The Commander's Executive Officer (CCE) coordinates with the event POC to ensure proper recognition for various committees, volunteers and community contributors.

3.1.6. Public Affairs (CCPA) will work with committee members to provide appropriate publicity for AFOTEC Special Events and assist with coordination of base support as needed.

3.1.7. AFOTEC Legal Counsel (LC) monitors and provides legal oversight to the AFOTEC Special Events program and acts as legal advisor to events committees.

3.2. AFOTEC Office of Primary Responsibility (OPR/POC).

3.2.1. The OPR group will be held responsible for the planning and execution of the event. However, representatives from other Directorates and Detachments within AFOTEC are highly encouraged to act as committee members and volunteers, in order to maintain a broad base of support and participation.

3.2.2. The OPR group will select a unit member to be the primary point of contact (POC) and organizer of the event committee. The POC will establish committee leads; conduct regular committee meetings; brief the AFOTEC Commander and Vice Commander; provide info at staff meetings; and monitor the overall execution of the event, ensuring compliance with established policies and regulations.

3.3. AFOTEC Graphics and Multi-Media (SC).

3.3.1. Graphics will provide support to AFOTEC Special Events as specific to each event, i.e. publicity posters, programs, banners and MIN page.

3.3.2. Multi-media will provide support to AFOTEC Special Events as required, i.e. preparation of slideshows, videos and technical support as required per event.

3.4. AFOTEC Unit Advisory Council (UAC).

3.4.1. The purpose of the UAC is to function as a social and professional organization established to enhance morale, welfare, esprit de corps and cooperation within AFOTEC.

3.4.2. The primary objective of the UAC is to advise the AFOTEC Commander and Vice Commander on the continuous improvement of the total environment (work, social and living) and quality of life issues affecting military and civilian personnel both on and off duty; enhancement of AFOTEC's image by initiation of and participation in community programs and activities; and promoting and maintaining positive relations and flow of information throughout AFOTEC.

3.4.3. The UAC provides financial and planning assistance for the AFOTEC Special Events program.

3.4.4. The UAC maintains and stores equipment, supplies, decorations and any other miscellaneous items related to the AFOTEC Special Events program.

3.4.5. The UAC will maintain a common calendar using the UAC Executive Officer Microsoft Outlook account that will be visible by the CAG, the UAC Executive Council and the Protocol office.

3.4.5.1. Events that are AFOTEC Detachment/Directorate specific utilizing common AFOTEC resources (courtyard, BBQ grills, car wash supplies, etc) will be scheduled via the UAC Executive Officers' calendar in order to mitigate scheduling conflicts.

4. Office of Primary Responsibility (OPR) Assigned Groupings. The following OPR groupings are based upon the current AFOTEC/CV additional duty roster:

4.1. XO/SE

4.1.1. SC/TU

4.1.2. TS/DP

4.1.3. Det 1/HO/SF

4.1.4. Det 3/JTT

4.1.5. XP/ST/RM

4.2. A particular OPR group will be held responsible for the planning and execution of the event with financial and planning assistance from the Unit Advisory Council (UAC) Executive Officers. Additional volunteers from other Detachments and Directorates within AFOTEC are highly encouraged to maintain a broad base of support and participation within the unit.

4.3. Where multiple directorates are listed, the first directorate listed will have primary responsibility for organizing the event identified, i.e., Det 3/JTT would identify Det 3 as having primary responsibility for organizing the event and providing the event coordinator POC.

5. Financial Support/Funding. The AFOTEC Special Events program is primarily funded through commercial sponsorship, donations and fundraising activities coordinated by the UAC.

5.1. Each AFOTEC fundraising (OPR) group will select a UAC representative to serve as the unit POC for UAC Council meetings.

5.2. Each AFOTEC OPR group should perform at least one fundraising event during the year, but only two fundraising activities per quarter are permitted ([Attachment 2](#)). Funds raised by each group will be pooled to support all AFOTEC events based on the event budget.

5.3. Each AFOTEC fundraising group is responsible for one or two months during a calendar year to perform fundraising events. The OPR group's assigned month(s) will rotate every calendar year to provide each OPR group an opportunity to raise funds throughout the year. Ref: ([Attachment 2](#)) for CY2006. To determine the CY2006 tasking month, advance the CY2006 OPRs forward to the next available month.

5.4. Each AFOTEC fundraising (OPR) group representative will be responsible for scheduling individual fundraising events on the UAC Fundraising Calendar during their designated month. The individual representatives will also be responsible for mitigating any conflicts between fundraising for AFOTEC events and individual Directorate or Detachment fundraising for retirements, hail and farewells, etc.

5.5. The tasked AFOTEC OPR group will provide budget inputs to the UAC. Changes to proposed budgets must be submitted at least one month prior to the date of the event.

6. Scheduling Conflicts.

6.1. Due to the inconsistent scheduling of the Air Force Assistance Fund (AFAF) and Combined Federal Campaign (CFC), the dates for those activities will take precedence over any OPR tasking.

6.2. Due to the flexible schedule of the AFAF and CFC, if an AFOTEC OPR is scheduled to perform fundraising duties when the AFAF or the CFC are scheduled, that specific OPR will automatically switch their fundraising duties to the first open month as appropriate.

ROBIN E. SCOTT, Major General, USAF
Commander

Attachment 1**2006-2010 ACTIVITIES SCHEDULE****Table A1.1. 2006-2010 Activities Schedule**

EVENT	2006	2007	2008	2009	2010
AWARDS BANQUET	XP/ST/RM	XO/SE	TS/DP	Det 3/JTT	Det 1/HO/SF
FAMILY PICNIC	TS/DP	Det 1/HO/SF	Det 3/JTT	XO/SE	SC/TU
HOLIDAY PARTY	Det 3/JTT	SC/TU	Det 1/HO/SF	TS/DP	XO/SE
GOLF TOURNAMENT	Det 1/HO/SF	Det 3/JTT	XP/ST/RM	SC/TU	TS/DP

Attachment 2**2006 YEARLY FUNDRAISING ROTATION SCHEDULE****Table A2.1. Yearly Fundraising Rotation Schedule**

	JANUARY	FEBRUARY	MARCH
1ST QUARTER	XO/SE	SC/TU	Air Force Assistance Fund (AFAF) No Activity Permitted unless AFAF is in a different month
2ND QUARTER	APRIL	MAY	JUNE
	No Activity Permitted	TS/DP	Det 1/HO/SF
3RD QUARTER	JULY	AUGUST	SEPTEMBER
	No Activity Permitted AFOTEC Picnic	Det 3/JTT	XP/ST/RM
4TH QUARTER	OCTOBER	NOVEMBER	DECEMBER
	Combined Federal Campaign (CFC) No Activity Permitted unless CFC is in a different month	XO/SE	SC/TU

NOTE: The OPR group assigned month will rotate every calendar year to provide each OPR an opportunity to raise funds throughout the year.